

RI Next Generation Science Assessment Reporting Frequently Asked Questions

Administrators often ask,
“How do I see our results?”

Problem: No student data

Solution: Change reporting
period.

USER

Administrators

Teachers often ask, “Why I can’t I
see my students’ performance
from last year?”

Problem: No student Data

Solution:

1. Students need to be rostered to
Science Teachers
2. Change reporting period.

USER

Teachers

Today we would like to cover two commonly asked questions that occur when school leaders and teachers want to view student results for NGSA.

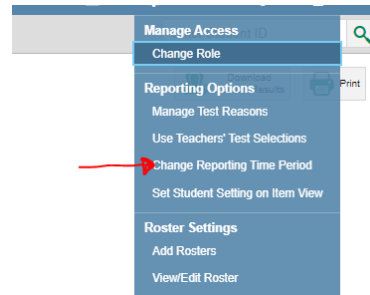
In doing so you will be introduced to the new RI Science Assessment Portal and the tools and resources that can be found there.

We will also model basic navigation to resolve these common questions.

Please know you can reach out anytime with general questions and direct all technical questions to rihelpdesk@cambiumassessment.com.

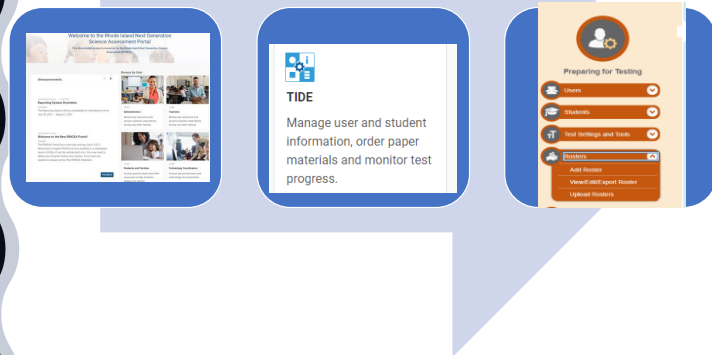
Changing the Reporting Period

- From the RI NGSA Portal click on user role and scroll down to Reporting Card.
- Login
- Upper right, choose <My Settings> then <Change reporting Time>
- Finally, select the year of administration and the last month students were enrolled in that grade, (i.e. 6/12/2021) and save.

A screenshot of the 'Change Reporting Time Period' dialog box. The dialog box has a title bar with a close button. It contains two main sections: 'View results for schoolyear:' with a dropdown menu showing '2020-2021' (circled in red), and 'View results for students who were mine on:' with a date input field showing '06/12/2021' (also circled in red). Below these fields is a note: 'Note: All dates are in Eastern Time' and a link 'Reset To Today'. At the bottom are 'Save' and 'Cancel' buttons.

Teachers must have students rostered to them in order to see their student results!

- School Test Coordinators will need to go into TIDE and follow the procedures in the Rostering Quick Guide.
- The Test Information Distribution Engine (TIDE) is in the portal. Click on <Administrators> and scroll down to <TIDE> then login.
- Use the [Understanding and Creating Rosters](#) guide to roster students to a teacher. You can also roster students to teachers from past years if it was not done at the time of testing.

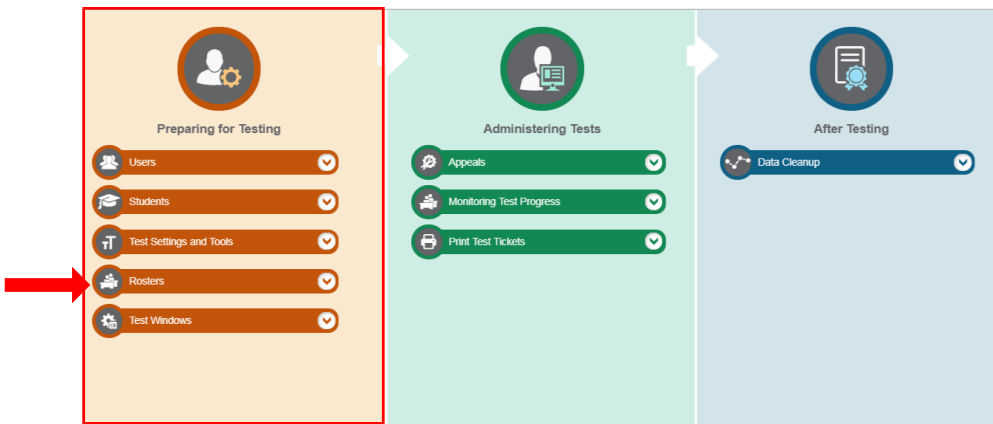


We will take a quick look at how to use the portal to initiate rostering, but you will want to review the Quick Guide for Understanding and Creating Rosters for the complete process.

We recommend uploading csv or Excel files of complete classes to save time.

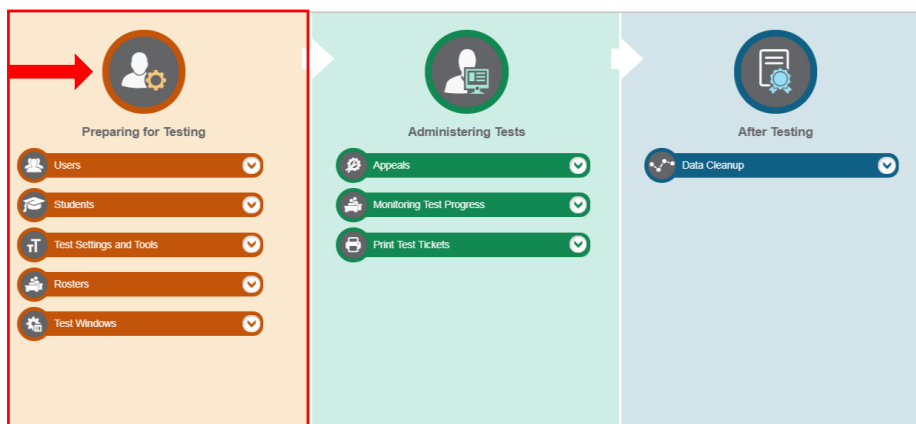
The next 15 slides walk you through the basic functionality of rostering in TIDE, but we will not be review during this webinar. Feel free to go back and review at your convenience.

TIDE Home Page



The TIDE home page appears after you log in. The home page is designed to reflect the stages of the testing process as directly and simply as possible. Each of TIDE's three sections lists menus for the tasks available in that section. For example, the Users menu contains options for adding users; viewing, editing, or exporting users; and uploading users. To expand a task menu and view its set of related tasks, click the down arrow on the end of that menu. To perform a task, click the name of that task listed in the menu.

TIDE Tasks: Preparing for Testing

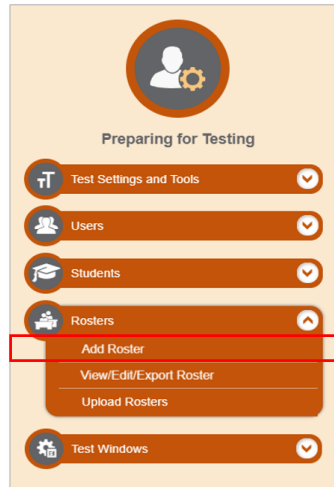


5

Tasks in the Preparing for Testing section are typically performed before testing begins. Depending on your state program, this category includes tasks for managing records for users, students, test settings, and rosters. This category may also include tasks for placing orders for paper testing materials and for setting up test windows.

TIDE can group students into rosters. A roster is a collection of students sharing a similar characteristic who are assigned to a specific teacher. Rosters typically represent classrooms, but they can also be used to group students with special needs or students participating in particular activities or programs. Once scores are calculated, users can visualize how a roster of students performed as a group.

Add Records One at a Time



6

To add records one at a time, start on the TIDE home page. In the *Preparing for Testing* section, choose the task for which you want to add a new record: users, students, or rosters, then click *add*.

On the following page, fill out the information, verify its accuracy, and select *Save*.

Add Rosters One at a Time

The screenshot shows the 'Add Roster' page. On the left is a sidebar titled 'Preparing for Testing' with a menu containing 'Test Settings and Tools', 'Users', 'Students', 'Rosters', 'Add Roster' (highlighted with a red box), 'View/Edit/Export Roster', 'Upload Rosters', and 'Test Windows'. The main area is titled 'Add Roster' and contains two panels. The top panel, 'Search for Students to Add to the Roster' (highlighted with a red box), has a 'Save' button, a 'Cancel' button, and fields for '*District:' (dropdown), '*School:' (dropdown), 'SSID:' (text), 'Last Name:' (text), 'First Name:' (text), and 'Grade:' (dropdown). Below these is an 'Advanced Search' section (highlighted with a red box) with a 'Search' button (highlighted with a red box and a red arrow). The bottom panel, 'Add Students to the Roster' (highlighted with a red box), has fields for '*Roster Name:' (text), '*Teacher Name:' (dropdown), and a '*Students to display:' section (highlighted with a red box) with radio buttons for 'Current Students' and 'Current and Past Students'.

The Add Roster page contains two panels, a Search for Students to Add to the Roster panel and an Add Students to the Roster panel.

To search for students, complete the fields under the Search for Students to Add to the Roster panel. The fields marked with an asterisk are mandatory. You can further refine your search by selecting criteria under the Advanced Search section.

Refine the list of available students by completing the fields in the Add Students to the Roster panel. To display current students only, click the Current Students radio button. To display current and past students, click the Current and Past Students radio button. Then click Search.

Add Rosters One at a Time, continued

Preparing for Testing

- Test Settings and Tools
- Users
- Students
- Rosters**
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters
- Test Windows

Add Students to the Roster

Roster Name: Demo Roster

Teacher Name: DemoName, DemoFila

Students to display: ☒ Current Students ☐ Current and Past Students

Select students from the "Available Students" list below to add to the roster:

Available Students (14)	Selected Students (6)
<input type="checkbox"/> Add Student Name	<input type="checkbox"/> Remove Student Name
<input type="checkbox"/> Day, Angela	<input checked="" type="checkbox"/> Smith, John
<input type="checkbox"/> Jordan, Michael	<input checked="" type="checkbox"/> Smith, Jane
<input type="checkbox"/> Smith, Emmitt	<input checked="" type="checkbox"/> Johnson, Mike
<input type="checkbox"/> Jackson, Michelle	<input checked="" type="checkbox"/> Gordon, Josh
<input type="checkbox"/> Griffin, Peter	
<input type="checkbox"/> Nguyen, Anna	
<input type="checkbox"/> Hernandez, Juan	

Buttons: Add All, Add Selected, Remove All, Remove Selected

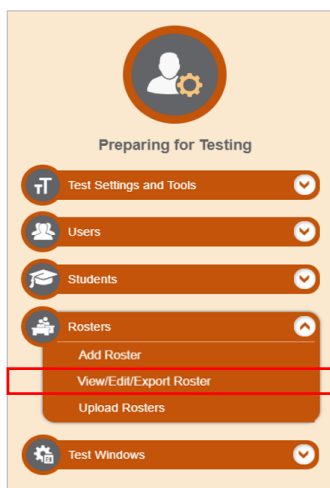
In the Add Students to the Roster panel, the students in the left column are available to be added to the roster, and students in the right column are currently in the roster.

First, enter a name for the roster and select the teacher who should be associated with the roster. Select if you want to display Current Students or Current and Past Students.

Next, add students to the new roster. To add a single student to the roster, click the green plus sign next to a student in the left column. You can add multiple students to the roster by marking checkboxes next to the students you want to add and then clicking Add Selected. Add all available students to the roster by clicking Add All.

To remove a single student from the roster, click the orange X next to a student in the right column. You can remove multiple students from the roster by marking checkboxes next to the students you want to remove and then clicking Remove Selected. Remove all students from the roster by clicking Remove All.

Modify Records One at a Time



9

If a record's information changes after you've added the record to TIDE, you must edit the record to match the most up to date information. You can do this by modifying existing records one at a time.

Begin on the TIDE homepage. In the *Preparing for Testing* section, choose the task for which you want to modify a record: users, students, or rosters, then click *View/Edit/Export*.

Modify Rosters One at a Time

Preparing for Testing

- Test Settings and Tools
- Users
- Students
- Rosters
 - Add Roster
 - View/Edit/Export Roster**
 - Upload Rosters
- Test Windows

View/Edit/Export Roster

Use this page to view, edit, or delete rosters. [more info](#)

Search for Rosters to Edit

*District: Demo district 9999 - 9999 *Roster Type: User Defined

*School: Demo inst 9997 - 9999 **Search**

Note: For multiple roster selection, you may print 1000 students at a time.

Enter search terms to filter search results

Number of rosters found: 9

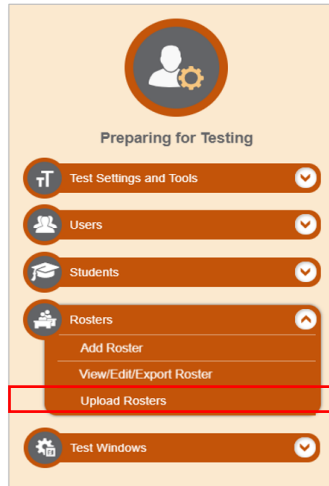
	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
		000a	Test, TE	02	3
		a	demouser, TE1	02	2
		demo 1	20171003115124367, EMMANUEL	02	1
		new-test	Test, SC	03	48

The View/Edit/Export Roster page includes a form for setting selection criteria to retrieve rosters. In this example, the district, school, and roster type criteria are required. Your particular version of TIDE may have other fields by which you can retrieve rosters. Click Search to display a list of rosters matching your criteria.

Print, export, or delete rosters from TIDE by selecting the desired rosters and clicking the *Print*, *Export*, or *Delete* buttons above the search results.

Click the pencil icon next to a roster to view or edit its details. The Edit Roster form will appear. This form is similar to the form used to add rosters, and you may edit the roster name, teacher name, and students to display in the roster in the same way that you would for a new roster.

Add and Modify Multiple Records at Once



11

You also have the option to add and modify multiple records at once. To upload records, you must be familiar with spreadsheet applications or comma-separated value files. When you upload files to TIDE, records not previously set up will be added and records already set up in TIDE will be modified with the updated content from the upload.

Begin on the TIDE homepage. In the *Preparing for Testing* section, choose the task for which you want to add or modify records: users, students, or rosters. To explain the four-step upload process, we will use the Upload User function. The steps apply in the same way to Upload Students and Upload Rosters tasks.

Add and Modify Multiple Records at Once, continued

Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

Step 1: Upload File

Sample User Template.xlsx

Download Templates

- CSV
- EXCEL

Upload History

AutoSave ☒ On

Sample User Template - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat

	A	B	C	D	E	F	G	H	I
1	District ID	School ID	FirstName	LastName	Email	Phone	Role	Action	
2	9997	1234	Fdemo1	Ldemo1	Ldemo1@state.edu	111-1111	DC	Add	
3	9997	1234	Fdemo2	Ldemo2	Ldemo2@state.edu	222-222-2222	DTC	Add	
4	9997	1234	Fdemo3	Ldemo3	Ldemo3@state.edu	333-333-3333	DC	Add	
5	9997	1234	Fdemo4	Ldemo4		444-444-4444	DC	Add	
6									

An upload screen will appear where you can download a template file. Once you have downloaded and filled out the template file, return to the upload screen, select *Browse*, and upload your file to TIDE. Then select *Next*.

Add and Modify Multiple Records at Once, continued


Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

❗ Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Users page.

Step 2: Preview

Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	9997	1234	Fdemo1	Ldemo1	Ldemo1@state.edu	111-1111	DC	Add
2	9997	1234	Fdemo2	Ldemo2	Ldemo2@state.edu	222-222-2222	DTC	Add
3	9997	1234	Fdemo3	Ldemo3	Ldemo3@state.edu	333-333-3333	DC	Add
4	9997	1234	Fdemo4	Ldemo4		444-444-4444	DC	Add



13

When you select *Next*, the upload preview screen will appear. Verify that the information is correct, then select *Next*.

Add and Modify Multiple Records at Once, continued



Upload Users




1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	9997	1234	Fdemo1	Ldemo1	Ldemo1@state.edu	 111-1111	DC	Add
2	9997	1234	Fdemo2	Ldemo2	Ldemo2@state.edu	222-222-2222	 DTC	Add
4	9997	1234	Fdemo4	Ldemo4		444-444-4444	DC	Add

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)

14

TIDE will validate the file and display any errors or warnings according to the legend on the page. Click the orange error icons and blue warning icons in the validation results to view the reason that a field is invalid. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

To complete the upload, click **Continue with Upload**.

To upload a different file, click **Upload Revised File**.

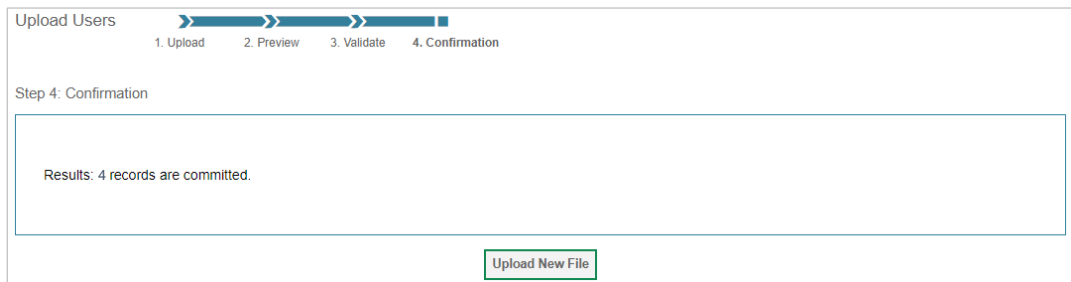
To cancel the upload, click **Cancel**.

If your file contains a large number of records, TIDE will process it offline and send you a confirmation email when complete. While TIDE is validating the file, do not click **Cancel**, as TIDE may have already started processing some of the records.

To view a PDF file listing the validation results for the upload file, click **Download Validation Report** in the upper-right corner.

When the upload is complete, a confirmation page will appear with a message that summarizes how many records were uploaded and how many were excluded.

Add and Modify Multiple Records at Once, continued



The screenshot shows a web interface for uploading users. At the top, a progress bar is labeled 'Upload Users' and has four steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. Step 4 is currently active. Below the progress bar, the text 'Step 4: Confirmation' is displayed. A large rectangular box contains the message 'Results: 4 records are committed.' At the bottom right of the interface, there is a green button labeled 'Upload New File'.

15

When the upload is complete, a *Confirmation* page will appear with a message that summarizes how many records were uploaded and how many were excluded. Click **Upload New Files** to upload additional files.

You may use the upload records process with other tasks too such as uploading interim grades . Your test menu options vary by state.

Science Reporting Portal Tools and Resources

Visit RI NGS Portal

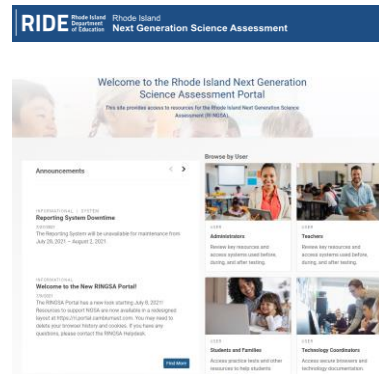
<https://ri.portal.cambiumast.com/index.html>

Administrators can use TIDE to roster students.

[Understanding and Creating Rosters](#)

Both administrators and teachers will need to select the appropriate reporting period in the reporting platform.

[Reporting System User Guide](#)



Understanding and Creating Rosters: https://ri.portal.cambiumast.com/-/media/project/client-portals/rhode-island/pdf/ri_understanding-and-creating-rosters_brochure_final.pdf

Reporting Guide:

<https://ri.portal.cambiumast.com/-/media/project/client-portals/rhode-island/pdf/ri-reporting-guide-fnal.pdf>